

# NOTICE TO BIDDERS

Sealed proposals will be received by the City of Leander, Texas until **3:00 p.m. CST, July 9, 2015** for:

## Utility Customer Service Offices Renovation

All bids will be opened and publicly read aloud at the City of Leander City Hall located at 200 W. Willis St., Texas 78641 on that date.

**Project identification:** Project consists of all labor, supervision, materials, services and equipment required in conjunction with all work to renovate the existing customer service desk, lobby, drive up window and supervisors office areas, as shown on the drawings dated May 20, 2015 and described in the specifications dated May 20, 2015.

A. Bidding forms, specifications, drawings and all necessary information shall be **available by downloading only** from the **Brown Reynolds Watford Architect's** website at no charge. The website address is **<http://www.brwarch.com>**. Bidders may access the bidding documents by clicking the **Login or Request a Login** link located at the lower right corner of the webpage.

B. Sealed proposals shall be delivered to the Leander City Hall - Attention Purchasing Agent, located at 200 W. Willis St., Leander, Texas 78641 no later than **3:00 p.m., July 9, 2015**. Sealed bid envelopes shall be marked "Utility Customer Service Offices Renovation Bid" on the exterior of the envelopes.

C. A non-mandatory pre-bid meeting will take place on **June 30, 2015 at 2:00 p.m.** This meeting shall take place in the Leander City Hall located at 200 W. Willis St, Leander, Texas. All questions regarding the bidding documents shall be directed to BRW Architects in written format only. Written questions shall be submitted to Jennifer Bettiol at: [jbettiol@brwarch.com](mailto:jbettiol@brwarch.com). Questions will be accepted up until **5:00 p.m. July 1, 2015**. Answers to questions shall be posted to the City's website, [www.leandertx.gov/rfps](http://www.leandertx.gov/rfps), on **July 6, 2015**.